



NH Department of Environmental Services

## REQUEST FOR PROPOSALS

The **New Hampshire Coastal Program** and the **New Hampshire Estuaries Project** will award \$40,000 to develop a land conservation plan for New Hampshire's coastal watershed.

### OVERVIEW

The New Hampshire Coastal Program (NHCP) and the New Hampshire Estuaries Project (NHEP) request proposals from qualified organizations or teams of organizations to develop a comprehensive land conservation plan for New Hampshire's coastal watershed. The resulting plan should be useful to municipalities, conservation organizations, and state agencies in prioritizing areas for conservation, developing regional strategies and collaborative projects, and securing additional funding for important land protection projects. The NHCP and NHEP are making up to \$40,000 available through this RFP. Non-federal matching funds of at least \$20,000 are required.

Funding for this project is provided through the National Oceanic and Atmospheric Administration and the U.S. Environmental Protection Agency. Therefore, all federal requirements of the Coastal Zone Management Act and the Clean Water Act, as amended, and all State requirements must be adhered to and will be part of a contract for services. A contract will be executed between the party selected and the State for submission to the Governor and Executive Council for approval.

Proposals must be received by the NHCP/NHEP no later than 4:00 PM on Monday, November 15, 2004. Both hardcopy and electronic (on CD or disk) versions of the proposal must be received by the deadline. Faxed and emailed proposals will not be accepted. Proposals can be hand delivered or mailed to:

NH Department of Environmental Services – Coastal Office  
50 International Drive, Suite 200  
Portsmouth, NH 03801  
Attn. NHCP/NHEP Land Conservation Plan

### GENERAL INFORMATION

The NHCP and NHEP are combining available funding to develop a watershed-wide land conservation plan.

Purpose: The NHCP and NHEP place a high priority on permanent land protection and open space preservation as an important means to protect estuarine resources and water quality, provide important habitat for wildlife, maintain functional natural systems, and provide public use, aesthetic, and recreation benefits. Furthermore, many municipalities

and conservation organizations in the coastal watershed place a high priority on land protection and are investing significant resources and efforts to complete land conservation projects. In addition, select federal programs can provide substantial funds for conservation activities. Collective efforts to prioritize and complete land protection projects and sustained funding for land conservation in the coastal watershed are necessary to ensure that priority lands are protected given the rapid growth and land conversion occurring in the coastal region of New Hampshire.

It is the intention of the NHCP and NHEP to develop a Coastal Watershed Land Conservation Plan to assist local and regional land protection efforts. The Plan should incorporate elements of already existing local and regional land protection plans and prioritization studies. The plan should be useful to towns and conservation organizations in evaluating local projects, to state and regional organizations looking at regional protection priorities, and should help organizations justify land protection projects in securing additional funding for land protection, including future funding through the federal Coastal and Estuarine Land Conservation Program.

**Scope of Work:** The NHCP and NHEP anticipate the following tasks, at a minimum, being part of the project. **Applicants are encouraged to further refine tasks and to identify other tasks, activities, or products they feel important in developing and producing a quality land protection plan.**

1. Assemble advisory team to review and provide recommendations on aspects of plan development
2. Develop land protection criteria and methodology to be used in setting priorities
3. Identify and compile existing resources, data, and plans to be used in plan development
4. Evaluate existing data for accuracy and completeness and identify gaps
5. Collect new data as needed
6. Analyze data and score/rank based on criteria
7. Develop plan document that is useful on regional and local levels. While the main focus of the plan should involve identifying key areas to be protected, the plan should also include a “strategy” section to address issues and make recommendations on ownership, easement restrictions, public access, funding options, and stewardship activities related to land protection.
8. Communicate plan to stakeholder groups

**Geographic Scope:** The land protection plan must include the entire coastal watershed within New Hampshire which includes portions of 42 communities. See the attached NEW HAMPSHIRE COASTAL WATERSHED MAP for a depiction of the study area.

**Project Schedule:** The anticipated starting date for the project is March 1, 2005. The contract with the successful applicant must be approved by the Governor and Executive Council prior to initiation.

**Reporting:** The successful applicant must submit interim project status reports and a final project report, in addition to any other work products identified. Interim reports are required quarterly and must be submitted electronically. The final report must comply with NHCP and NHEP final report guidelines.

## PROPOSAL REQUIREMENTS

In order to be considered, four hardcopies (including one original, so marked) of the proposal, plus an electronic copy (on disk), are required from the applicant. The proposal must include the following elements:

1. **COVER LETTER** – Proposals must include a cover letter signed by a person authorized to legally bind the applicant. The letter should contain a brief statement of the applicant's understanding of the work to be done and a commitment to perform the work within the time period proposed.
2. **TITLE PAGE** – Proposals must include a title page that shows the proposal's title, the organization name, address, telephone number, fax number, email address, name of contact person, and the date of the proposal.
3. **PROJECT NARRATIVE** – Proposals must include a project narrative that describes the proposed approach and tasks that will be used to accomplish the work. The narrative should clearly define the following:
  - Project objective
  - A description of the methodology and specific work tasks to accomplish the project objective and the scope of work identified above. Applicants are encouraged to include other tasks, activities, or products, *in addition to or in place of those identified under "Scope of Work" above*, as part of the approach to develop and produce a quality land protection plan.
  - Anticipated work products or deliverables generated for work tasks, including a description of the intended land protection plan and the resolution of target areas for protection
  - A project schedule broken down by major work tasks
4. **DESCRIPTION/QUALIFICATIONS OF APPLICANT** – Applicants must describe their organization, including its mission, experience with similar projects, and familiarity with land protection projects and priorities in the coastal watershed. The proposal must identify and provide information on the qualifications of the individual(s) that would work on this project, including any subcontractors. If subcontractors have been identified, the process or rationale for their selection should be described. If subcontractors have not been identified, the process for selecting them should be described.
5. **BUDGET & PAYMENT TERMS** – Applicants must submit a total project budget, which includes NHCP/NHEP funds (up to \$40,000) and non-federal matching funds of at least \$20,000 provided by the applicant as part of the project. Matching funds can be cash, in-kind services, or volunteer time contributed to the project.

The overall budget must be broken into categories including personnel (include both salary and benefits), travel, equipment/supplies, sub-contractual, indirect, and any other relevant categories. The proposal must also include a budget narrative to support the budget. The narrative should identify hourly rates and

hours for personnel, itemize equipment or supplies to be purchased, define the budget category “Other” as applicable, and provide any additional information to support the budget.

The State of New Hampshire will not be responsible for expenses incurred in preparing proposals and such costs should not be included in the proposal.

Typical payment terms are quarterly payments reimbursing allowable expenses incurred by the contractor. If the typical terms are not acceptable, the applicant should provide their requested payment schedule and a justification.

## EVALUATION OF PROPOSALS

A review team selected by the NHCP and NHEP managers will evaluate all proposals that meet requirements specified in this RFP. Proposals will be evaluated according to the following criteria:

- Soundness of work tasks identified in the proposal and the comprehensiveness of the approach to develop and produce the Coastal Watershed Land Conservation Plan
- Demonstrated understanding of land protection in coastal New Hampshire and current state and federal priorities
- Demonstrated ability to create plans through a multi-stakeholder process
- Qualifications and experience of individuals working on the project
- Likelihood that the work tasks can be completed given the proposed schedule and budget

## DISCLAIMER

The State reserves the right to reject all proposals, to waive any irregularity in a proposal, and to accept or reject portions of any proposal. The State also reserves the right to request additional information from any or all parties submitting proposals to assist in the evaluation process.

## SCHEDULE

09/21/04: Request for Proposals released  
11/15/04: Proposals due to the NHCP/NHEP  
12/22/04: Target date for notification of grant award  
02/23/05: Target date for Governor and Council Meeting for contract approval  
03/01/05: Project Begins (assuming prior Governor and Council approval)  
Project end date to be determined

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**Proposals must be received no later than 4:00 PM on Monday, November 15, 2004.**

Direct any questions regarding this Request for Proposals in writing to Ted Diers at [tdiers@des.state.nh.us](mailto:tdiers@des.state.nh.us) or Jennifer Hunter at [jhunter@des.state.nh.us](mailto:jhunter@des.state.nh.us).

**NEW HAMPSHIRE COASTAL WATERSHED MAP**  
\* Study area includes the NH portion of the watersheds.

